

DEPARTMENT OF DEFENSE		DATE
TELEPHONE DIRECTORY CLASSIFIED SECTION CHANGE ORDER		
SEE INSTRUCTIONS AND EXAMPLES ON REVERSE		
THRU: (Office coordinator)	TO: Defense Telephone Service - Washington Room 1A 263, The Pentagon Washington, D.C. 20310	FROM: (Office, Official making report, Telephone No.)
IF MORE SPACE IS REQUIRED, ATTACH A SECOND SHEET		ACTION

INSTRUCTIONS

Submit 2 copies of this form thru your office coordinator.

No more than five indentions may be used.

Under "Action" indicate action desired by placing appropriate letter in Action Column as follows:

Organizational listings must be broken down alphabetically.

A - For line being added.

When inserting a new Division, Office, Branch, etc., indicate clearly the indention and proper placement of same.

C - For a change in present listing. (*Underscore any change.*)

D - For a deletion of a line.

If there is a complete change in a Division, Office or Branch delete entirely-then type the new listing as it should appear.

Organizational title change, list both old and new title.

EXAMPLES OF ENTRIES

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ACTION

Under: Headquarters Service - Washington
Defense Telephone Service

Directory Branch, M. M. Jones, rm 1A263	74228	
Service Order Branch, Robt Smith, rm <u>1A264</u>	55213	C
Statistics Branch, Robt Smith, rm 1A263	77777	D
Traffic Branch, V. C. Brown, rm 1A264	<u>55214</u>	C

Under: Personnel Division

Personnel Management Branch, rm 1A000	55555	D
Office of the Personnel Manager, rm 1A000	55555	A